Kentucky Historical Society

Duplication Services 100 W. Broadway • Frankfort, KY 40601 502-564-1792 ext. 4460 • khsrefdesk@ky.gov

Collections Duplication Order Form

To place an order, print a copy of this page and submit with payment to the Kentucky Historical Society at address above.

All orders take <u>30 business days</u> for completion from the date the request is received by KHS. Rush requests require **10 business days** for processing. Please call or email KHS for all rush service requests.

Request Date:

Name:				
Payee (if different from above)				
Company/Org.:				
Address:				
City/State/Zip:				
Telephone:				
Email:				
Receipt needed?	☐ Yes	□ No		

Use and Quotation Policy

Authorization must be granted by the Kentucky Historical Society (KHS) to use or publish by any means any material held by the Society. To obtain authorization, users will submit a completed Collections Duplication Order form to the KHS.

Users may not alter, distort, crop content or change in any way any digital file unless otherwise authorized by the **Society**. Researchers are responsible for obtaining permission to publish by any means any material held at the Society but to which the KHS does not hold copyright. The Society is not responsible for any copyright infringement.

Users will not quote or otherwise reproduce in part or in whole any of the KHS collections without citing the "**Kentucky Historical Society**" and without giving explicit written acknowledgment of the object identification number designated by the Society, such as "Kentucky Historical Society, 1990.53.03" for object collections and "Kentucky Historical Society, Graphic5_Box7_125" for archival collections.

Users will present to the Kentucky Historical Society with one (1) copy of any publication using materials held by the Society or will provide any other proof of appropriate acknowledgment and citation as the Society will designate. Only material that will not be physically damaged by the process of duplication will be copied. The Society reserves the right to withhold permission for the reproduction of any material.

See separate fee schedule for reproduction costs.

KentuckyHistoricalSociety

Reproduction Use Fe

	Item Description	Source Collection	Reproduction Fee	Use Fees	Additional Fees	Subtotal
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
	1				Order Total: \$	\$
st. Distribution Si	ze:					
	ate: uthorization to quote or publish/use in fac nave read and I agree to the stipulations in					s. I
request one-time a	uthorization to quote or publish/use in fac nave read and I agree to the stipulations in		on Policy on page 1			s. I
request one-time a cknowledge that I has been signature (requesting the Kentucky Histor distorical Society do	uthorization to quote or publish/use in fac nave read and I agree to the stipulations in	n the Collections Use and Quotation ne collection material specified in this authority to grant use authorization	on Policy on page 1 D s document. In author	of this docume vate: orizing the use	nt. of this material,	the Kentuck
request one-time a cknowledge that I has been signature (requesting the Kentucky Histor distorical Society do	uthorization to quote or publish/use in factorization to quote or publish/use in factorized and I agree to the stipulations in stor): ical Society authorizes one-time use of the story of the story of the story of the story of the rights or its red against the infringement of the rights the	n the Collections Use and Quotation ne collection material specified in this authority to grant use authorization	on Policy on page 1 D s document. In author to others. Nor does to	of this docume vate: orizing the use	nt. of this material,	the Kentuck
request one-time a cknowledge that I has been signature (requesting the Kentucky Historial Society doesponsibility to guar	uthorization to quote or publish/use in factorization to quote or publish/use in factorizations in the stipulations in the storical Society authorizes one-time use of the ses not surrender its own use rights or its red against the infringement of the rights the staff):	n the Collections Use and Quotation ne collection material specified in this authority to grant use authorization nat may be held by others.	on Policy on page 1 D s document. In author to others. Nor does to	of this docume pate: orizing the use this authorization	nt. of this material,	the Kentuck
request one-time a cknowledge that I has been signature (request the Kentucky Histor listorical Society doesponsibility to guar signature (KHS s	uthorization to quote or publish/use in factorization to quote or publish/use in factorizations in the stipulations in the storical Society authorizes one-time use of the ses not surrender its own use rights or its red against the infringement of the rights the staff):	n the Collections Use and Quotation the Collection material specified in this authority to grant use authorization that may be held by others.	s document. In author to others. Nor does to only	of this docume Pate: Orizing the use this authorization Pate:	of this material, on remove the u	the Kentuck Iser's